

COUNTY OF SAN BERNARDINO

The Board of Supervisors adopted the County of San Bernardino's 2005-06 Final Budget on June 21, 2005. This budget covers the period from July 1, 2005 – June 30, 2006. Each department is responsible for operating within their budget and has the authority to spend up to the approved budget amount.

The County of San Bernardino's 2005-06 Final Budget consisting of the general fund, restricted financing funds, capital project funds, special revenue funds, and enterprise funds has a total appropriation of \$3.1 billion.

When developing their individual budgets, each department considers the following mission, vision, and value statements of the County of San Bernardino:

Mission Statement

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.

Vision Statement

Our vision is to create a safe, clean, and healthy environment that appeals to families and individuals, and attracts the best in business and industry. We will create, support, and enhance vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history.

VALUES Statement

To achieve our Vision, we dedicate ourselves to these values:

- **Valuing our workforce** by providing recognition, training and education, opportunities for customer service and career development, a safe and healthy work environment and fair compensation.
- **Appreciation and promotion** of the diverse cultures that comprise our workforce and the communities we serve.
- **Leadership** by coordinating regional planning through collaboration with local communities and businesses.
- **Unquestioned integrity** that embraces a culture of honor and trustworthiness.
- **Excellence** in the development of efficient and cost-effective strategies to improve customer service in an atmosphere that allows and encourages new ideas.
- **Service** of the highest quality to our customers delivered with dignity and respect.

General Fund Budget Process

The County Administrative Office has the responsibility of developing the county financing plan for all general fund departments. This plan begins with reviewing the two restricted financing sources, Prop. 172 and Realignment. Prop. 172 assists in financing the Sheriff, District Attorney, and Probation departments. Realignment assists in financing the general fund departments of Human Services, Behavioral Health, and Public Health. If these financing sources are not sufficient to pay for those departments' costs, then the general fund sources are considered.

The 2005-06 financing plan included a total of \$405.7 million in ongoing discretionary revenue for the general fund. This revenue is comprised of property taxes, interest on the county investment pool, sales tax, and other taxes. Mandatory costs such as previously negotiated salary increases, previous year's Board approved costs, and other mandated costs are first financed by the discretionary revenue. After the mandatory costs are financed, the



remaining unallocated discretionary revenue is presented to the Board of Supervisors during the budget workshop for approval of distribution.

A budget workshop was held June 6th through 8th, 2005, to discuss each department's proposed budget. Each department submitted a proposed budget based on the general fund financing amount allocated to them and their own departmental revenues. At that time, departments also requested fee adjustments and/or policy items, which included funding requests for those workload and program changes that were unable to be financed in their proposed budget.

A budget and fee hearing was held on June 20, 2005, for public input on the county budget and fee ordinance changes. The Board adopted the 2005-06 final budget on June 21, 2005.

The following schedules describe in detail what was approved at the budget and fee hearings, and the adoption of the final budget.

BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Fee Adjustments:</i>				
<u>County Counsel</u>	91,500	91,500	-	1.0
<u>Public Health</u>	86,240	86,240	-	-
<u>Regional Parks</u>	378,259	378,259	-	-
<u>Surveyor</u>	7,257	7,257	-	-
<u>Solid Waste Mgmt</u>	1,834,205	1,834,205	-	-
<u>Auditor Controller-Recorder</u>	941,785	1,175,713	(233,928)	10.0
<u>Sheriff-Coroner</u>	1,300	1,300	-	-
<i>Total Fee Adjustments</i>	<u>3,340,546</u>	<u>3,574,474</u>	<u>(233,928)</u>	<u>11.0</u>



BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Policy Items Approved:</i>				
<u>Joint Powers Leases</u> - Debt Reduction	1,000,000	-	1,000,000	-
<u>County Administrative Office</u> - Administrative Analyst - Grant Writer	111,943	-	111,943	1.0
<u>Clerk of the Board</u> - Staff Analyst II	75,000	-	75,000	1.0
<u>Information Services Department</u> - Geographic Information Systems Upgrades	280,000	-	280,000	-
<u>County Museum</u>				
Ongoing Maintenance Allocation	70,000	-	70,000	0.3
Support for Six Museum Admission-Free Days	-	(15,000)	15,000	-
Enhanced Marketing Budget	40,000	20,000	20,000	-
Addition of Part-time Museum Clerk	16,062	-	16,062	0.5
Educational Center Development	31,500	-	31,500	-
<u>Regional Parks</u> - Information Technology	47,000	-	47,000	1.0
<u>Registrar of Voters</u>				
Poll Worker stipend increase, polling place stipend, and bi-lingual differential	196,400	100,200	96,200	-
Business Applications Manager	94,000	-	94,000	1.0
<u>Economic Development</u> - Fund economics activities based on Husing Report	3,070,554	-	3,070,554	-
<u>Assessor</u>				
Addition of Assistant Assessor Position	126,099	-	126,099	1.0
Increase of Business Property Staff	361,266	-	361,266	6.0
Increase of Real Property Staff	175,788	-	175,788	4.0
<u>Veterans Affairs</u> - Addition of Veterans Service Representative II	64,330	-	64,330	1.0
<u>Facilities Management</u>				
MAINTENANCE - Plumber and Electrician	198,000	-	198,000	2.0
MAINTENANCE - Services and Supplies	100,000	-	100,000	-
CUSTODIAL - Window Washing	35,000	-	35,000	-
MAINTENANCE - Maintenance Supervisor	116,000	-	116,000	1.0
CUSTODIAL - Custodian I	45,000	-	45,000	1.0
CUSTODIAL - Custodian I	45,000	-	45,000	1.0
GROUNDS - Seasonal Planting/ Beautification	25,000	-	25,000	-
MAINTENANCE - Maintenance Mechanic	189,000	-	189,000	2.0
<u>Sheriff-Coroner</u>				
SHERIFF - Purchase of Three AS350-B3 Patrol Helicopters	2,800,000	-	2,800,000	-
SHERIFF - Additional Patrol Deputies for County Operations	3,100,000	-	3,100,000	25.0
SHERIFF - School Resource Officer	30,000	-	30,000	-
<i>Total Policy Items Approved</i>	12,442,942	105,200	12,337,742	48.8

NOTE: In addition, the policy item for \$2.0 million additional CIP contribution is funded via operating transfer out.



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
GENERAL FUND				
<u>Aging and Adult Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	3,400	3,400	-	-
<u>Agriculture/Weights & Measures</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	3,900	-	3,900	-
<u>Assessor</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	51,400	-	51,400	-
<u>Auditor/Controller-Recorder</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	176,000	-	176,000	-
<u>Behavioral Health</u>				
Proposition 63 Mental Health Services Act Program Planning Funding from the California Dept of Mental Health (Approved May 17, 2005, Item No. 70)	482,746	482,746	-	4.0
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	235,500	235,500	-	-
<u>Behavioral Health - Alcohol and Drug Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	18,800	18,800	-	-
<u>Child Support Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	134,200	134,200	-	-
<u>Clerk of the Board</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	10,400	-	10,400	-
<u>County Administrative Office</u>				
Amendments to County Code for Organizational Restructuring (Approved May 3, 2005, Item No. 90)	(479,269)	-	(479,269)	(4.0)
<u>County Counsel</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	16,100	-	16,100	-
<u>County Museum</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	5,500	-	5,500	-



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
GENERAL FUND				
<u>District Attorney - Criminal</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	133,200	-	133,200	-
Grant Award from Indian Gaming Committee (Approved June 14, 2005, Item No. 70)	178,842	178,842	-	2.0
<u>Economic Development Function</u>				
Amendments to County Code for Organizational Restructuring Increases in appropriation and reimbursements of \$1,107,458; net zero. (Approved May 3, 2005, Item No. 90)	-	-	-	9.0
<u>Facilities Management</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	2,100		2,100	-
<u>Financial Administration</u>				
Amendments to County Code for Organizational Restructuring (Approved May 3, 2005, Item No. 90)	(583,586)	-	(583,586)	-
<u>Franchise Administration</u>				
Amendments to County Code for Organizational Restructuring (Approved May 3, 2005, Item No. 90)	(44,867)	-	(44,867)	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,000		1,000	-
<u>Human Resources</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	43,700	-	43,700	-
<u>Human Resources - Employee Health & Wellness</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	2,600	2,600	-	-
<u>Human Services Group (formerly Human Services System)</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,006,700	855,700	151,000	-
<u>Information Services - Application Development</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	6,500		6,500	-



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
GENERAL FUND				
<u>Land Use Services - Administration</u>				
Purchase of Accela Permits Plus System Software Upgrades and Professional Services Increases in appropriation and reimbursements of \$92,911; net zero. (Approved May 17, 2005, Item No. 84)	-	-	-	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	4,300	4,300	-	-
<u>Land Use Services - Building & Safety</u>				
Purchase of Accela Permits Plus System Software Upgrades and Professional Services (Approved May 17, 2005, Item No. 84)	92,911	92,911	-	-
Request for Additional Positions - Services & Supplies portion ONLY (Approved April 19, 2005, Item No. 71)	83,000	83,000	-	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	13,900	13,900	-	-
<u>Land Use Services - Code Enforcement</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	4,400	-	4,400	-
<u>Land Use Services - Current Planning</u>				
Request for Additional Positions - Services & Supplies portion ONLY (Approved April 19, 2005, Item No. 71)	5,000	5,000	-	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,800	1,800	-	-
<u>Land Use Services - Fire Hazard Abatement Program</u>				
MOU between Land Use Services - Fire Hazard Abatement and SB Co Fire for Abatement Svcs within City of Hesperia (Approved May 17, 2005, Item No. 14)	225,500	225,500	-	1.0
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	2,500	2,500	-	-



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
GENERAL FUND				
<u>Probation - Administration & Community Corrections</u>				
Contract Amendments for Independent Living Skills Program Services Increases in appropriation and reimbursements of \$27,000; net zero. (Approved June 14, 2005, Item No. 57)	-	-	-	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	186,700	-	186,700	-
<u>Probation - Detention Corrections</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	49,400	-	49,400	-
<u>Public and Support Services (formerly Econ Dev/Public Svc Grp)</u>				
Amendments to County Code for Organizational Restructuring (Approved May 3, 2005, Item No. 90)	1,389,421	-	1,389,421	(1.0)
<u>Public Defender</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	34,400	-	34,400	-
<u>Public Guardian-Conservator</u>				
Contract with Panoramic Software, Inc. for an Intranet Accessible Case Management Application (Approved May 10, 2005, Item No.30)	16,000	-	16,000	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	12,300	-	12,300	-
<u>Public Health</u>				
Increase Public Awareness and Control Capabilities of West Nile Virus (Approved April 19, 2005, Item No. 69)	88,000	-	88,000	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	252,900	224,200	28,700	-
<u>Public Health - California Children's Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	74,200	74,200	-	-
<u>Purchasing</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	900	-	900	-
<u>Real Estate Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	2,100	-	2,100	-



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
GENERAL FUND				
<u>Regional Parks</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	20,000	-	20,000	-
<u>Registrar of Voters</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	22,500	-	22,500	-
<u>Sheriff-Coroner</u>				
13th Amendment to Contract No. 94-937 with the City of Hesperia to provide law enforcement services (Approved April 12, 2005, Item No. 38)	118,990	118,990	-	1.0
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	344,100	129,000	215,100	-
Grant Award from Indian Gaming Committee (Approved June 14, 2005, Item No. 70)	400,000	400,000	-	1.0
<u>Surveyor</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	2,900	2,900	-	-
<u>Treasurer-Tax Collector/Public Administrator</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	65,400	-	65,400	-
<u>Veteran's Affairs</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	4,900	-	4,900	-
Subtotal General Fund	<u>4,923,288</u>	<u>3,289,989</u>	<u>1,633,299</u>	<u>13.0</u>
SPECIAL REVENUE FUND				
<u>Assessor - State/County Property Tax Admin</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	6,500	6,500	-	-
<u>Auditor/Controller-Recorder - Systems Development</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	12,600	12,600	-	-
<u>Community Development and Housing (formerly Econ & Comm Dev)</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	5,800	5,800	-	-
<u>County Library</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	6,400	6,400	-	-
<u>District Attorney - State Asset Forfeiture</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	3,500	3,500	-	-



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
SPECIAL REVENUE FUND				
<u>District Attorney - Workers' Comp Fraud</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	800	800	-	-
<u>Human Resources - Commuter Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	800	800	-	-
<u>Human Resources - Employee Benefits and Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	37,300	37,300	-	-
<u>Preschool Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	18,800	18,800	-	-
<u>Probation - Juvenile Justice Grant Program (AB 1913)</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	12,800	12,800	-	-
<u>Regional Parks - County Trail System</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,600	1,600	-	-
<u>Transportation</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	17,500	17,500	-	-
<u>Workforce Development (formerly Jobs and Employment Services)</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	16,500	16,500	-	-
Subtotal Special Revenue Funds	<u>140,900</u>	<u>140,900</u>	<u>-</u>	<u>-</u>
ENTERPRISE FUND				
<u>Arrowhead Regional Medical Center</u>				
Amendment 1 to Agreement No. 04-659 with Arrowhead Cardiology Medical Group, Inc. (Approved May 24, 2005, Item No. 48)	65,000	65,000	-	-
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	663,700	663,700	-	-
<u>County Museum - Museum Store</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	5,600	5,600	-	-
<u>Solid Waste Management</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	3,600	3,600	-	-
Subtotal Enterprise Funds	<u>737,900</u>	<u>737,900</u>	<u>-</u>	<u>-</u>



BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
INTERNAL SERVICE FUND				
<u>Fleet Management - Garage</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	7,800	7,800	-	-
<u>Fleet Management - Motor Pool</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,000	1,000	-	-
<u>Human Resources - Risk Management</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	22,700	22,700	-	-
<u>Information Services - Computer Operations</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	17,500	17,500	-	-
<u>Information Services - Network Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	10,700	10,700	-	-
<u>Purchasing - Central Stores</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,800	1,800	-	-
<u>Purchasing - Mail/Courier Services</u>				
Clerical Classification Study (Approved April 5, 2005, Item No. 67)	1,800	1,800	-	-
Subtotal Internal Service Funds Funds	<u>63,300</u>	<u>63,300</u>	<u>-</u>	<u>-</u>
Total Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:	<u>5,865,388</u>	<u>4,232,089</u>	<u>1,633,299</u>	<u>13.0</u>



BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Other Items Required Based on Revised Financing Plan:</i>				
GENERAL FUND				
<u>Economic and Community Development - Economic Promotion</u>				
Consolidation of Economic Promotion into the new Economic Development Function.	(808,963)	-	(808,963)	(2.0)
<u>Economic and Community Development - Small Business Develop.</u>				
Consolidation of Small Business Development into the new Economic Development Function.	(160,062)	-	(160,062)	(3.0)
<u>Economic Development Function</u>				
Transfer of Executive Secretary III position from former Econ Dev/Public Svc Grp. Fully reimbursed position No. 7328 was erroneously omitted from Re-org Board Agenda Item No. 90, approved on May 3, 2005.	-	-	-	1.0
Consolidation of Economic Promotion into the new Economic Development Function.	808,963	-	808,963	2.0
Consolidation of Small Business Development into the new Economic Development Function.	160,062	-	160,062	3.0
Transfer of 19.0 fully reimbursed positions from Workforce Development into new Economic Development Function	-	-	-	19.0
Transfer of 6.0 fully reimbursed positions from Community Development and Housing into new Economic Development Function	-	-	-	6.0
<u>Facilities Management - Utilities</u>				
Utilities Savings	(311,141)	-	(311,141)	-
<u>Financial Administration</u>				
Higher interest expense for TRANS due to issuance of a TRANS larger than anticipated in the March financing plan. This expense will be offset by increased interest earnings on the borrowed funds.	1,500,000	1,500,000	-	-
<u>Local Agency Formation Commission (LAFCO)</u>				
Legal Mandate to fund one-third of LAFCO operating costs that are not reimbursed by fees and other revenue. Proposed budget amount was based on estimate provided in March 2005. LAFCO has since adopted its final budget. Increase in appropriations is based on final adopted LAFCO budget.	2,000		2,000	-
<u>Public and Support Services (formerly Econ Dev/Public Svc Grp)</u>				
Transfer of Executive Secretary III position to new Economic Development Svc Grp. Fully reimbursed position No. 7328 was erroneously omitted from Re-org Board Agenda Item No. 90, approved on May 3, 2005.	-	-	-	(1.0)
<u>Registrar of Voters</u>				
Governor declared Special Election November 8, 2005.	200,000	200,000	-	-
<u>Sheriff-Coroner</u>				
Financing mechanism to move operating transfer out, originally intended to fund lease payments for the Adelanto Detention Center, to Financial Administration for jail purchase. This will result in a local cost reduction of \$2,999,379 because this ongoing expense has been eliminated.	-	-	-	-
Use of Sheriff's portion of Prop. 172 revenue to purchase helicopter. Department will be reimbursed with future proceeds from the sale of seven aircraft.	2,800,000	2,800,000	-	-
Subtotal General Fund	4,190,859	4,500,000	(309,141)	25.0



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	<u>Approp</u>	<u>Departmental Revenue</u>	<u>Local Cost</u>	<u>Add'l Staffing</u>
<i>Other Items Required Based on Revised Financing Plan:</i>				
RESTRICTED GENERAL FUND				
<u>Prop. 172 (Sheriff-Coroner portion)</u>				
Use of Sheriff's portion of Prop. 172 revenue to purchase helicopter. Department will be reimbursed with future proceeds from the sale of seven aircraft.	(2,800,000)	(2,800,000)	-	-
<i>Subtotal Restricted General Fund</i>	<u>(2,800,000)</u>	<u>(2,800,000)</u>	<u>-</u>	<u>-</u>
SPECIAL REVENUE FUND				
<u>Workforce Development (formerly Jobs and Employment Services)</u>				
Transfer of 19.0 fully reimbursed positions from Workforce Development into new Economic Development Function	-	-	-	(19.0)
<u>Community Development and Housing (formerly Econ & Comm Dev)</u>				
Transfer of 6.0 fully reimbursed positions from Community Development and Housing into new Economic Development Function	-	-	-	(6.0)
<i>Subtotal Special Revenue Funds</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(25.0)</u>
<i>Total Other Items Required Based on Revised Financing Plan:</i>	<u>1,390,859</u>	<u>1,700,000</u>	<u>(309,141)</u>	<u>-</u>
<i>Grand Total Board Approved Changes to the Proposed Budget Workbook</i>	<u>23,039,735</u>	<u>9,611,763</u>	<u>13,895,828</u>	<u>72.8</u>

When the budget was adopted on June 21, 2005, the unrestricted financing available totaled \$35.0 million. This unrestricted financing was not allocated given that the State budget impact to the County was still unknown, and the impact of salary negotiations with the various representation units and the exempt employees was also unknown. The breakdown of the unrestricted financing into categories of ongoing and one-time was \$10.7 million and \$24.3 million, respectively. In addition, the Board of Supervisors directed that any fund balance adjustment in the general fund would be made to the appropriations for contingencies. No money can be spent from contingencies without obtaining Board of Supervisors approval.

Other Funds Budget Process

In addition to the general fund, the County of San Bernardino has restricted financing funds, capital project funds, special revenue funds, enterprise funds, and internal service funds. All of these funds are restricted to the revenue sources they receive. Each department having these types of funds is responsible for developing its budget based on the revenue resources available to them. These resources include projected revenue to be collected in 2005-06 and any revenue not spent and carried forward from prior years (for example, fund balance for special revenue funds). These budgets were also discussed during the budget workshop and Budget and Fee Hearing. In addition, the Board of Supervisors gave approval to make necessary fund balance adjustments to these funds to agree to the Auditor/Controller-Recorder's actual fund balance.

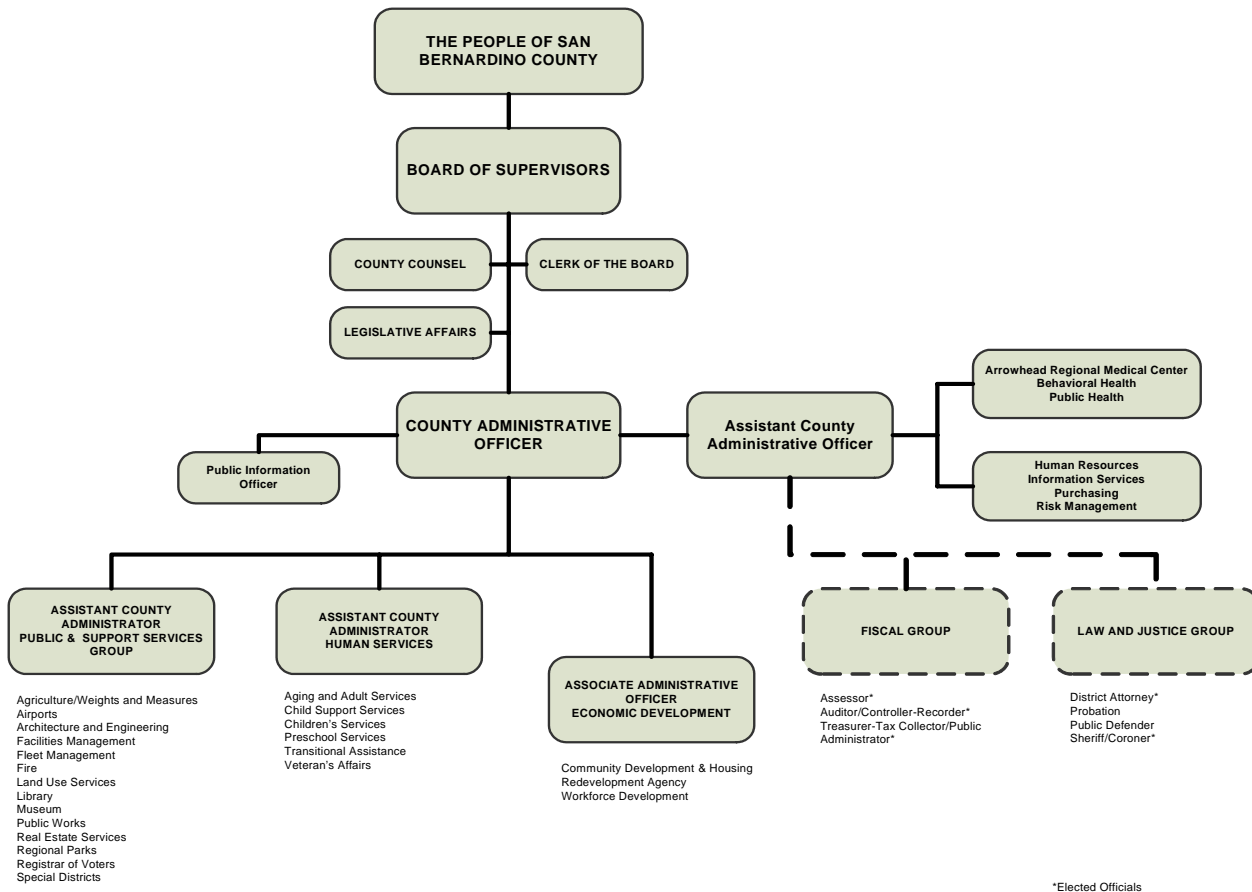


Budget Workbook Format

The County of San Bernardino's 2005-06 Final Budget is presented in this book based on the County Organizational Structure, which is depicted below. The Administrative/Executive Group is those departments that report directly to the Board of Supervisors or those departments that report directly to the County Administrative Office. This group performs functions related to the overall support of the county.

Budget units presented in this book are displayed at a fund/department level. Although some departments incorporate the organizational level when developing their budgets, the fund/department level of presentation was selected to provide consistency between all budget units. A sample of the departmental budget format is shown on pages 14 - 17 of this Preface. This sample further shows and explains how each budget unit is presented in the book.

A list of Budget Book Definitions is provided on pages 18 - 21 of this Preface. This listing defines budget terms commonly used throughout the budget workbook.



DEPARTMENT
Department Head

The department name and responsible administrator are listed at the top.

MISSION STATEMENT

ORGANIZATIONAL CHART

Departments that have multiple budget units will have a summary at the front that lists the individual budget units and budget figures for 2005-06 that they are responsible for.

	2005-06				
	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Rev Over(Under) Exp/ Fund Balance</u>	<u>Staffing</u>
Budget #1				-	
Budget #2				-	
Budget #3			-		
Total	-	-	-	-	-

DESCRIPTION OF MAJOR SERVICES

Description of Major Services provides a narrative describing the function and activity of the budget unit presented.

BUDGET & WORKLOAD HISTORY

	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Actual 2004-05</u>	<u>Budget 2005-06</u>
Appropriation				
Departmental Revenue				
Local Cost				
Budgeted Staffing				
<u>Workload Indicators</u>				
Workload Indicator #1				
Workload Indicator #2				

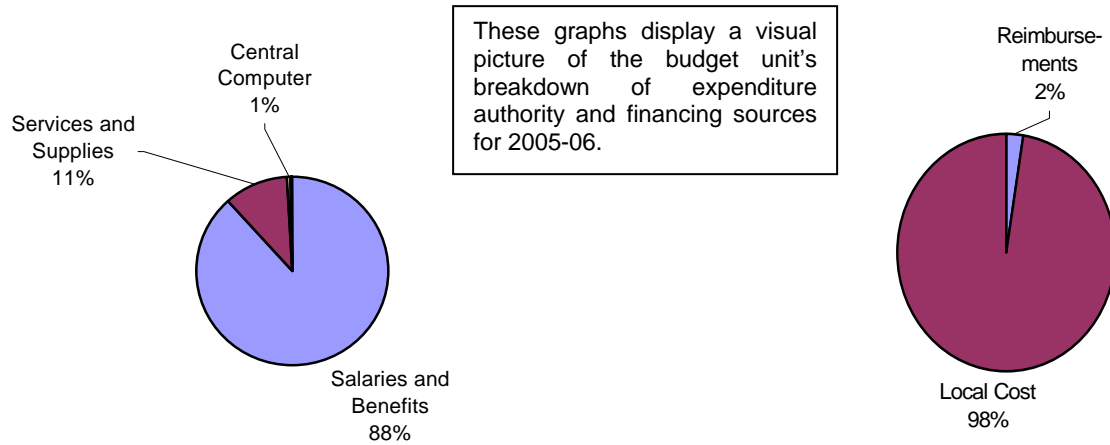
Budget & Workload History provides a historical overview of the budget unit, including actuals from 2003-04, the 2004-05 adopted budget and actuals for this year, and the 2005-06 adopted budget.

It also includes budget and actual information related to measurements of workload, called Workload Indicators.

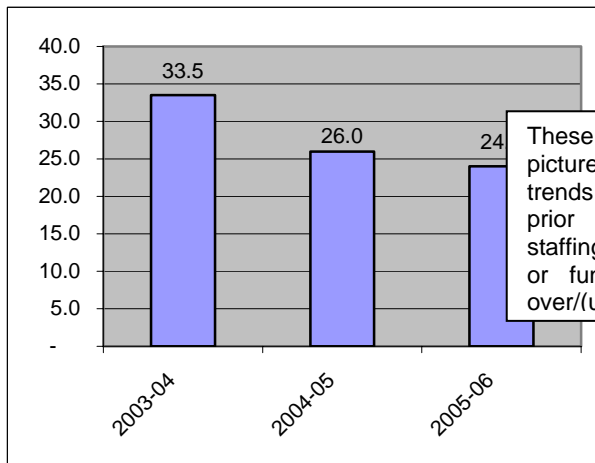
For those departments that have significant variances between budget and actual in 2004-05, there will be an explanation of why this occurred. The 2004-05 Budget is the original budget adopted in late June and does not reflect any mid year changes approved by the Board during the fiscal year. In many cases, this is why there are variances between budget and actual in 2004-05.



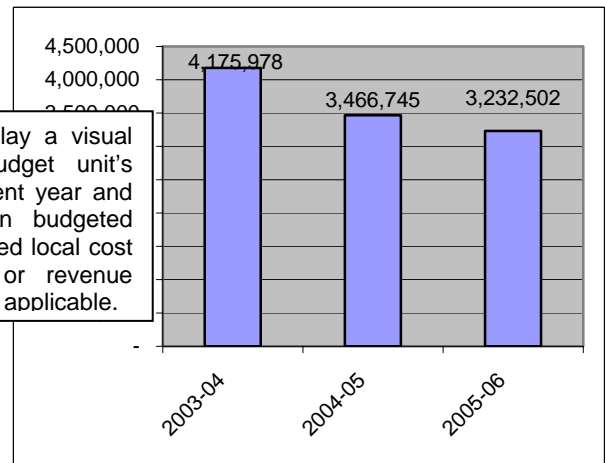
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY 2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



The header shows which budget you are looking at and lists the Function and Activity that tie this page to the summary financial schedules prepared by the Auditor's Office.

GROUP: - BUDGET UNIT: -
 DEPARTMENT: - FUNCTION: -
 FUND: - ACTIVITY: -

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	-				-
Services and Supplies	-				-
Central Computer	-				-
Other Charges	-				-
Land	-				-
Improvement to Land	-				-
Improvement to Structures	-				-
Equipment	-				-
Vehicles	-				-
L/P Structures	-				-
L/P Equipment	-				-
L/P Vehicles	-				-
Transfers	-				-
Contingencies	-				-
Total Exp Authority	-				-
Reimbursements	-				-
Total Appropriation	-				-
Operating Transfers Out	-				-
Total Requirements	-				-
<u>Departmental Revenue</u>					
Taxes	-				-
Licenses & Permits	-				-
Fines and Forfeitures	-				-
Use of Money and Prop	-				-
State, Fed or Gov't Aid	-				-
Current Services	-				-
Other Revenue	-				-
Other Financing Sources	-				-
Total Revenue	-				-
Operating Transfers In	-	-	-	-	-
Total Financing Sources	-	-	-	-	-
Local Cost	-	-	-	-	-
Budgeted Staffing		-	-	-	-

This section provides a summary overview of how the budget incrementally progresses from prior year adopted to the current year adopted.

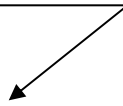
A more detailed breakout of the expenditure and revenue changes in the Board Approved Changes to Base Budget category is included in the following schedule.

Prior year actual figures are included for informational purposes.

From left to right, following prior year actuals are: the prior year approved budget; the Board approved base budget, which includes non-discretionary budget changes, such as changes due to legal requirements or salary negotiations; Board approved changes to the base budget, which includes any type of discretionary changes made by the department, policy items approved, or fee adjustments approved; and finally the final budget which is the sum of the Board Approved Base Budget column and the Board Approved Changes to Base Budget column.



The header shows which budget unit you are looking.



DEPARTMENT: -
 FUND: -
 BUDGET UNIT: -

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	-	-	-	-
2.	-	-	-	-
3.	-	-	-	-
4.	-	-	-	-
Total		-	-	-

This schedule provides the reader with a description and explanation of Board approved changes to base budget.

Final Budget Adjustments, approved by the Board after the proposed budget was submitted, are listed in bold print.



BUDGET BOOK DEFINITIONS

Activity: A component within a fund; usually a specific line of work performed to accomplish a function for which a governmental unit is responsible.

Appropriation: An authorization from a specific fund to a specific program to make expenditures/incur obligations for a specified purpose and period of time. The budget contains many appropriations or items. These appropriations are limited to one year, unless otherwise specified.

Base Budget: The base budget represents the prior year approved budget plus mandated cost adjustments such as across-the-board salary increases (MOU), retirement costs, risk management liabilities, and previous year's mid-year Board approved costs.

Budgeted Staffing: The number of equivalent positions funded in the budget unit. Also referred to as full-time equivalent (FTE).

Capital Project Funds: Capital Project Funds are used to account for financial resources designated for the acquisition or construction of major capital facilities other than those financed by Enterprise and Internal Service Funds.

Central Computer: Central Computer expense category is set up specifically to allocate the Information Services Department's computer charges to departments based on usage. These are countywide costs for computer infrastructure such as email, wide area network, payroll processing, and software/hardware staff support. Each department's Central Computer budget amount is estimated at the beginning of the fiscal year by the Information Services Department and is billed based on that estimate. Next year's budget (2006-07) will be adjusted based upon the actual usage in 2005-06.

Contingencies: An amount set aside within a budget for unforeseen expenditure requirements. Board action must be taken to spend contingency funds and a 4/5 vote is required for approval.

Costs to Maintain Current Program Services: All non-discretionary budget changes that are factored into the base budget: these include the cost of new mandates and negotiated salary increases. The Board of Supervisors approved these costs for the general fund in the County Administrative Office's financing plan.

COWCAP: COWCAP is an acronym for County Wide Cost Allocation Plan. It is the method by which indirect support costs for services such as Human Resources, Payroll, Purchasing, etc. are allocated to departments. It is prepared annually by the County Auditor/Controller-Recorder in accordance with the Office of Management and Budget, Budget Circular A-87, which is the guideline for state and federal reimbursements for indirect costs.

Department: An organizational unit used by county management to group programs of a like nature.

Department Recommended Funded Adjustments: A proposal by the department to change or implement a new program funded through existing resources that is not currently authorized by the Board.

Depreciation: The recording of expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

Discretionary Revenue: Revenue not legally designated for a specific purpose or program that can be appropriated at the discretion of the Board of Supervisors.

Employee Health & Productivity Program (EHaP): A modified duty/return to work program that utilizes specialized nurses to obtain effective and timely treatment for injured or ill employees. Overall goals are to return the employee to the workplace as soon as possible and to increase the health and productivity of employees through health promotion and risk reduction programs.



Encumbrance: An obligation placed on an appropriation to pay for goods or services that have been ordered by means of contracts, but not yet received. In other words, the money is tied up. Even though it has not been spent, it cannot be used for any other purpose.

Enterprise Funds: Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through operational revenues.

Final Budget: A document produced each fiscal year by the County Administrative Office, which is approved by the Board of Supervisors, as the annual spending plan for the County of San Bernardino. Note: Since subsequent appropriations and other actions affect a fiscal year's budget. These actions are modifications to the final budget.

Fiscal Year (FY): The County's twelve-month accounting period (July 1 through the following June 30), which varies from the calendar year and the federal fiscal year.

Fixed Asset: An asset of a long-term character such as land, buildings, furniture, and other equipment costing \$5,000 or more and having a useful life of one year or more.

Full-time Equivalent (FTE): The number of equivalent positions funded in the budget units. Also referred to as budgeted staffing.

Function: A group of related activities aimed at accomplishing a major service for which a governmental unit is responsible. This designation is specified by the State Controller. For example: "Public Protection" is the function of the Sheriff's Department.

Fund: A legal unit that provides for the segregation of moneys or other resources in the county treasury for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and fund balance, as well as its income and expenditures. The assets of a fund may also be placed into separate accounts to provide for limitations on specific fund income or expenditures.

Fund Balance: The excess of assets over liabilities, including the cancellation of prior year encumbrances.

GASB 34: Governmental Accounting Standards Board (GASB), Statement 34 establishes new requirements for the annual financial reports of state and local governments. The goal is to make annual reports easier to understand and more useful to people who use governmental financial information to make decisions.

There are many components of GASB 34, but as it relates to the budget, it is primarily composed of how services provided between county budget units are accounted. GASB 34 specifies how payments for services should be accounted for (either as reimbursements or as revenues). While the net impact is zero, reclassifications between these two categories cause inconsistencies when comparing year-to-year budgets by specific expense or revenue categories. In situations where this impact is significant, the departments have included an explanation of the reclassification.

General Fund: The General Fund is the predominate fund for financing county programs. It is used to account for revenues that are not specifically designated to be accounted for by any other fund. The primary sources of revenue for the general fund are property taxes and other taxes, state and federal aid, current services, and other revenue. The general fund is used as the major funding source for the administrative/executive, economic development/public service, fiscal, human services system, internal services, and law and justice groups.

Internal Service Funds: Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis.



Local Cost: Local cost is the amount contributed by the county general fund from its discretionary revenue sources to finance the activities of a department.

Memorandum of Understanding (MOU): For budget purposes, the MOU refers to an approved labor agreement between the county and an employee labor organization that details the salary, benefits, and other conditions of employment.

Mid-year Adjustments: Board approved changes to a department's budget after the adoption of the final budget.

Operating Transfers In/Out: A method of providing financing from one fund to another for the implementation of a project or program.

Other Charges: A category of accounts established for expenditures other than salaries and benefits, services and supplies, and fixed assets. Example: In Home Supportive Services.

Proposed Budget: The working document of the fiscal year under discussion. Approval of this document does not allow expenditures for fixed assets and for new permanent employee positions unless specifically approved by the Board of Supervisors.

Proposition 172 (Prop. 172): A permanent extension of a half-cent Local Public Safety Sales Tax approved by California voters on November 2, 1993. Proceeds of this sales tax must be dedicated to public safety.

Public Service Employee (PSE): PSEs are employees assigned to entry-level positions in a variety of fields and occupations for a limited duration. They are not full-time, regular county employees. PSEs are subject to an expedited recruiting process to accommodate additional workload or to handle one-time special projects. They do not receive the full range of benefits or have the civil service status of regular county employees.

Realignment Funding (Health & Welfare): In 1991-92 the state approved the Health & Welfare Realignment Program that involves a shift of program responsibilities from the state to the counties. This shift is funded through corresponding shift of dedicated Sales Tax and Vehicle License Fee revenue.

Reimbursements: Amount received as a repayment of the cost of work, or service performed, or of other expenditures made, for or on behalf of another governmental unit or department. Reimbursements represent the recovery of an expenditure and are considered a financing source.

Restricted Financing Funds: Restricted financing funds consist of two restricted financing sources – Prop. 172 and realignment. Prop. 172 revenue assists in financing the Sheriff, District Attorney, and Probation departments. Realignment assists in financing mental health, social services, and health programs within the County.

Revenue: The addition of cash or other current assets to governmental funds (receipts) which do not increase any liability or reserve and do not represent the recovery of an expenditure, i.e., reimbursements. Generally, revenue is derived from taxes, licenses and fees or investment earnings. Revenues are deposited in a fund for future appropriation.

SB 90 State-Mandated Local Program: State reimbursements to local governments for the cost of activities required by State legislative and executive acts.

Special Revenue Funds: Special Revenue Funds account for the proceeds of specific sources of revenue whereby the use of such revenue is restricted by law for particular functions or activities of government.

Step Increases: An employee, based upon the completion of the required service hours in their classification, satisfactory work performance, and appointing authority recommendation, may receive step advancements. Step advancements/increases within the base salary range shall be based on two (2) step increments. Each increment is 2.5%.

Transfers: The movement of resources from one fund to another usually for payment of services received.



Unrestricted Net Assets: Net assets represent equity in capitalized assets, net of accumulated depreciation, and reduced by the outstanding balances of any debt attributable to those assets. In other words, it is the difference between a government's assets and its liabilities.

